



# Pacheco Union Elementary School District Technology Continuum Of Skills K-8

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2007-2012

## INTRODUCTION OF SKILLS

### KINDERGARTEN

- K.1 Student will experience using a computer
  - Can launch & close programs
  - Recognize icons on toolbars
  - Demonstrates acceptable behavior at the computer and in the lab
  - Can manipulate a mouse
- K.2 Keyboard skills
  - Identify letters and numbers on a keyboard
  - One finger typing
- K.3 Student will experience using painting and drawing tools



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#### FIRST GRADE

- 1.1 K - Skills
- 1.2 Student will experience keyboard skills appropriate to grade level
  - Can identify relative position of the keys on a keyboard
  - Can use two finger typing
- 1.3 Student will experience basic word processing skills (Word)
- 1.4 Student will experience using sound recorder
- 1.5 Teacher modeling of multimedia presentations (i.e. PhotoStory3 )
  - Add material to a pre-setup page
- 1.6 Teacher modeling of spreadsheets (Excel) Bar Graphs and Graphs
- 1.7 Intro to Internet Resources



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#### GRADE TWO

- 2.1 K-1 skills
- 2.2 Student will experience keyboard skills appropriate of grade level
  - Can apply keyboarding skills
  - (Using both hands and both sides of keyboard, thumb on spacebar)
  - Can use shift, arrow keys, special keys, and spacebar
- 2.3 Student will experience basic word processing skills (Word)
  - Can enter, delete, cut, copy and paste text
  - Can save and retrieve word processing files
- 2.4 Student will experience designing and creating multimedia projects using a PhotoStory3
- 2.5 Student will experience simple spreadsheet tasks (Excel)
  - In pre-setup spreadsheets can add data and graphics into bar graphs and graphs
- 2.6 Student will gather information from Internet sites



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#### GRADE THREE

- 3.1 K-2 Skills
- 3.2 Student will experience keyboard skills appropriate to grade level
  - Can identify and use the punctuation and special symbol keys
- 3.3 Student will experience basic word processing skills (Word)
  - Can format a document using different fonts, text size, styles, etc.
  - Can Insert and or copy/paste graphics
  - Understand and can use (red squiggly) check spelling
- 3.4 Student will experience designing and creating multimedia projects using PhotoStory3
- 3.5 Intro Publisher pre-setup template brochure or develop a group brochure
- 3.6 Student will begin basic Internet Research
  - Introduce text/graphics copy and paste from Internet sources to other software (i.e. Word)



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#### GRADE FOUR

- 4.1 K-3 Skills
- 4.2 Student will experience keyboard skills appropriate to grade level
  - Can use formal keyboarding skills with home keys and correct posture
  - Can touch type at speed equal to handwriting rate (5-15 words per minute)
- 4.3 Student will experience advanced word processing functions
  - Change the margins, line spacing and use bullets
  - Can highlight and make specific changes to highlighted text including deletion/moving/copy-pasting
- 4.4 Student will experience designing and creating multimedia projects using PowerPoint
  - Can insert photos into project
- 4.5 Student will be reintroduced to spreadsheets
  - Intro to basic charts & graphs in Excel
  - Understand spreadsheet vocabulary
- 4.6 Student will create a flyer or card in Publisher
- 4.7 Student will use Internet Resources
  - Citing electronic sources
  - Understand basic Internet URL addresses and basic extensions (i.e. .gov, .edu, .com) to determine authority, accuracy of information, and reliable source
- 4.8 Student will experience using digital cameras
  - Intro to proper use and basic skills
  - Download and retrieve picture files
  - Use pictures in various software applications
- 4.9 Student will experience network access and resources
  - Demonstrates understanding of the concepts of network citizenship and etiquette
  - Can log on and off the network
  - Can print documents to correct network printers and cancel print jobs
- 4.10 Student will experience using computer file management functions
  - Can save and organize files for various software applications
  - Demonstrates understanding and respects copyright laws



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#### GRADE FIVE

- 5.1 K-4 Skills
- 5.2 Student will experience keyboard skills appropriate to grade level
  - Can touch type at rate faster than handwriting (10 to 20 words per minute)
- 5.3 Student will experience advanced word processing functions (Word)
  - Can create and use indents and tabs in word processing document
  - Can use outline feature
  - Can use letter wizard to create a letter
  - Use the thesaurus function
  - Insert tables and columns in document
- 5.4 Student will experience designing and creating multimedia projects using PowerPoint
  - Can create hyperlinks
  - Can create student's own sound bites
  - Can insert student's own videos using digital camera
- 5.5 Student will experience simple spreadsheet functions (Excel)
  - Can describe the parts of a spreadsheet
  - Can move to and select specific cells in a spreadsheet
  - Can add new text or numbers to a spreadsheet
- 5.6 Student will experience desktop publishing (Publisher) to create various documents (i.e. Newspapers, brochures, flyers, cards, etc.)
- 5.7 Student will experience planning and creating video using digital cameras
- 5.8 Student will experience network access and resources
  - Can organize and delete student's personal files
  - Can properly download files from the Internet to student's own folder
  - Can virus scan removable drives and transfer data between removable drives and student's folder



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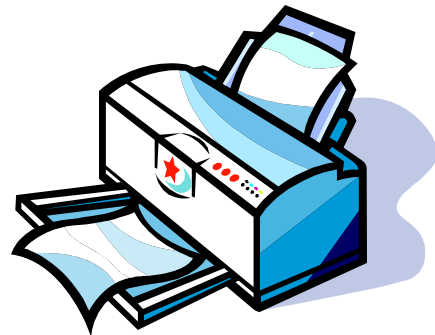
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#### GRADE SIX

- 6.1 K-5 Skills
- 6.2 Student will experience keyboard skills appropriate to grade level
  - Can touch type at sustained rate of 15 to 30 words per minute
- 6.3 Student will experience advanced word processing functions (Word)
  - Can insert footers and headers
  - Understands (green squiggle) grammar check
  - Can use templates
- 6.4 Student will experience designing and creating multimedia projects using a variety of sources
- 6.5 Student will experience simple spreadsheet functions (Excel)
  - Can build charts & graphs
  - Can create basic formulas to:
    - Find Average
    - Percentages
    - Interest
    - Discounts
    - Convert units of measurement
    - Compute range, mean, media & mode of data
    - Probability
- 6.6 Student will experience desktop publishing (Publisher)
  - Can create a project for gaining and keeping attention, and making a lasting impression of curriculum content.
- 6.7 Student will experience Internet resources
  - Can identify and use accurate and appropriate information resources
  - Can select the resource that best matches the need
- 6.8 Student will experience planning and creating video and stills in PhotoStory3
- 6.9 Student will experience network access and resources
  - Can differentiate between various types of on-line services





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## GRADE SEVEN

- 7.1 K-6<sup>th</sup> Skills
- 7.2 Student will experience advanced word processing (Word)
- 7.3 Student will experience designing and creating multimedia projects using a variety of sources
- 7.4 Student will experience simple spreadsheet for life skills (i.e. budgets, health tracking) (Excel)
- 7.5 Student will experience desktop publishing (Publisher)
- 7.6 Student will experience video production (MovieMaker2)
  - Can use photo editing software
- 7.7 Students will experience Internet resources
  - Can use Blogs and other forms of web communication
- 7.8 Students will experience network access and resources





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#### GRADE 8

- 8.1 K-7<sup>th</sup> Skills
- 8.2 Student will experience advanced word processing (Word)
- 8.3 Student will experience designing and creating multimedia projects using MS Producer
- 8.4 Students will experience simple spreadsheet functions (Excel)
- 8.5 Student will experience desktop publishing fundamentals (Publisher)
- 8.6 Student will experience Internet resources
  - Can use Blogs and other forms of web communication
- 8.7 Student will experience planning and creating video project
- 8.8 Student will experience network access and resources

